



UNITED STATES BANKRUPTCY COURT

NORTHERN DISTRICT OF IOWA
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CEDAR RAPIDS, IOWA 52407
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SEAN F. MCAVOY
CLERK OF COURT

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JEAN L. HEKEL
CHIEF DEPUTY CLERK

March 29, 2005

A letter to the Bankruptcy Community:

Re: Confidential Account Information on Creditor Matrix

It has recently been brought to my attention that a number of bankruptcy preparation software packages employed by attorney's offices throughout the Northern District of Iowa, capture and present the individual debtor's account number in the second address line for the creditor that owns that account on the creditor matrix/list of creditors filed with the petition. To ensure prompt and accurate delivery of the notice(s) through the Bankruptcy Noticing Center, the bankruptcy clerk's office does not redact any information filed by the attorney. Therefore, if the attorney submits the debtor's account number in the address for a creditor holding that account, the account number will display on the envelope containing the Notice of Meeting of Creditors & Appointment of Interim Trustee, as well as all subsequent notices issued by the court. Once the account number has been printed on the envelope, and processed through the U.S. Mail, that debtor's right to confidentiality has been irretrievably violated.

Please take a moment to evaluate your bankruptcy preparation software package to ensure that you are not submitting the account number on the second line of the address for any creditor. If a review of the creditor lists/matrix you have prepared for filing confirms that the account number is captured in the second address line, I would ask that you take active measures to protect your client's confidentiality prior to filing any additional papers and remove that information from the address of the creditor. Thank you in advance for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean F. McAvoy", is written over a horizontal line.

Sean F. McAvoy
Clerk of Court